United Nations ST/AI/2002/8

Secretariat

27 December 2002

Administrative instruction

Official hospitality

The Under-Secretary-General for Management, for the purpose of controlling expenditures relating to official hospitality offered in the interests of the United Nations, promulgates the following:

Section 1
Authorization for reimbursement of official hospitality

1.1 For the purpose of official hospitality, heads of departments or offices may authorize the reimbursement of expenditures incurred by officials who do not receive a representation allowance under the terms of paragraph 2 of annex I to the Staff Regulations and who, in the performance of their official functions, have extended hospitality to individuals other than staff members. In each case, it will be the responsibility of the head of the department or office to ensure that the expenditures are reasonable, necessary and substantiated.

1.2 Wherever possible, the prior approval of the head of the department or office should be obtained before hospitality expenditures are incurred. Expenditures related to year-end or end-of-assignment functions are not considered official hospitality for reimbursement.

1.3 When a department or office extends group hospitality to participants in an official meeting where the head of that department or office serves as host on behalf of the Organization, the expenses incurred may be reimbursed, provided that the estimated costs of the hospitality has been specifically requested, approved and allocated according to the relevant budget procedures. Reimbursement under these conditions may be made even in cases where the host is in receipt of a representation allowance.

Section 2
Outline of the procedure

Claiming reimbursement at Headquarters

2.1 The official concerned should, in the first instance, pay the hospitality costs and thereafter submit a claim for the reimbursement thereof on the prescribed form (F.10). The claim shall:

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(a) Indicate the date, nature and purpose of the function and identify the persons entertained (listing separately guest and staff members), as approved by the head of the department or office concerned. While official hospitality is intended for non-staff members, there is likely to be situations where a small number of staff members may be desirable and may be included in the count of persons entertained. Whether hospitality is extended within or outside the home, the spouse and dependants of the host are not to be included in the count of the number of persons entertained for the purpose of determining the amount of reimbursement;

(b) Be certified by the authorized officer of the department or office;

(c) Be presented within one month after the expenditures are incurred, and in the case of an official on travel status, within one week of the return to the duty station.

2.2 The reimbursement of all claims, including those related to departmental or office hospitality, will be on the basis of actual expenses incurred, subject to the conditions specified below:

(a) At Headquarters, effective 1 January 2003, the maximum rates for reimbursement for entertainment:

(i) Outside of the home will be $50 per person;

(ii) At home will be $40 per person.

Official hospitality at offices away from Headquarters

2.3 At the United Nations Offices at Geneva, Vienna and Nairobi, the respective Directors-General will be responsible for setting the maximum rates for reimbursement of hospitality expenditures.

2.4 For offices at all other locations, including information centres, tribunals, special missions and peacekeeping missions, the head of administration at each location, after appropriate consultation with the highest ranking official or officials of the offices concerned, will be responsible for setting the maximum rates and for coordinating, planning and monitoring the extension of hospitality within the limits of the funds available for that purpose.

Section 3
Final provisions

3.1 The present administrative instruction shall enter into force on 1 January 2003.

3.2 Administrative instruction ST/AI/192/Rev.2 of 31 March 1993 is hereby abolished.

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Under-Secretary-General for Management